

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, December 10, 2018 – 5:00pm

Call Meeting to Order:

Roll Call: Melissa James _____

 Harry Brady _____

 Larry Silcox _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: November 12, 2018

Operational and Financial Report November 30,2018:

November 2018 Fuel Sales:

AVGas: \$ 1,753.09	Gallons: 385.20
Jet A: \$ 1,921.18	Gallons: 548.91

Approval of November 30, 2018 Financials

As of November 30, 2018

Cash in Bank:	\$ 121,650.57
Net Income YTD:	\$ 453,726.82
Total Expenses YTD:	\$ 371,076.57
Net Income/ Loss YTD:	\$ 82,650.25

Approval to Pay Invoices: \$ 4,364.98

Old Business:

Consultant Report

New Business:

Replacement Secretary / Treasurer

Date of Next Meeting:

Monday, January 14, 2019 @ 5:00pm

November 12, 2018

Call to order: All Present

Public comment:

Radio fund has the money and has been ordered

Runway not open but a 1-hour reservation can be made

Barricade taxiway before being stripped

New leases for hangars – will be decided later in meeting

Prior permission will be asked to make a pass before landing

Electric billing for HealthGrade?

Minutes / Financials:

Harry Brady moved to approve minutes. Larry Silcox seconded. Motion Passed.

Harry Brady moved to approve financials. Larry Silcox seconded. Motion Passed.

Consultant Report:

Supplemental appropriation submitted to FAA for AWOS and the remainder of the Apron.

Harry Brady moved to approve the revisions for Closeout Narrative. Larry Silcox seconded. Motion Passed.

Harry Brady moved to approve ODOT pay request #7. Larry Silcox seconded. Motion Passed.

Larry Silcox moved to approve ODOT grant request for 5% match for taxiway be connector. Harry Brady seconded. Motion Passed.

Larry Silcox moved to approve annual financial reporting be submitted to FAA ODA. Harry Brady seconded. Motion Passed.

Larry Silcox moved to approve Michael Baker invoices for Master Plan Update for \$38,499.58 and Taxiway Reconstruction Design for \$64,380.00. Harry Brady seconded. Motion Passed.

Old Business:

Leases:

Need to have Joe Armbruster tell us how many planes he has and invoice quarterly.

Larry Silcox moved to increase hangar rent by 10% starting 01/01/2019. Harry Brady seconded. Motion Passed.

Harry Brady moved to increase House rent to \$600.00 per month starting 01/01/2019. Larry Silcox seconded. Motion Passed.

Harry Brady moved to increase Maintenance hangar by 10% starting 01/01/2019. Larry Silcox seconded. Motion Passed.

Board Reports:

All invoices for electric are on the website.

Larry Silcox reported that a county electrician will be out to figure out electric meters and a dumpster from the county to clean out some of the old stuff being stored.

Lights out on pole. Harry Brady will try to get the Fire Department out to fix.

New Business:

Need bids for snow plowing with a company that has adequate equipment. Plow after 2" or more, after the storm. Pay per incident, runway and taxiways. Harry Brady moved to approve. Larry Silcox seconded. Motion Passed. Bids by November 20, 2018. Special meeting 11/20/2018 @ 5:00pm for snow plowing bids only.

Spring 2019 Maintenance to be completed:
 Crack fill new area, concrete area, taxiways
 Paint tie down area black paint T, tire chucks
 3 new whirl vents on low T-hangar
 Wall missing in Dennis Sokol hangar – need metal 141” w x 11’7” h
 Front door of office has been left unlocked, may have to install a flipper lock

Public records request for old kiosk and tail # from 2015 to present

Post T-hangars available on website.

Larry Silcox moved to adjourn. Adjourned

Submitted by:
 Linda Vaughn
 Sectary / Treasurer

Melissa James
 Board President

Huron County Airport Authority Balance Sheet

As of November 30, 2018

2:36 PM

12/06/2018
 Cash Basis

Nov 30, 18

ASSETS

Current Assets

Checking/Savings	
Civista 23825	121,650.57
Prepaid Debit Card	<u>250.00</u>
Total Checking/Savings	121,900.57
Accounts Receivable	
Accounts Receivable	<u>-5,067.00</u>
Total Accounts Receivable	<u>-5,067.00</u>
Total Current Assets	116,833.57

Fixed Assets

Equipment	<u>2,324.32</u>
Total Fixed Assets	<u>2,324.32</u>

TOTAL ASSETS

119,157.89

LIABILITIES & EQUITY

Equity

Opening Balance Equity	40,822.82
Retained Earnings	-4,315.18
Net Income	<u>82,650.25</u>

Total Equity 119,157.89

TOTAL LIABILITIES & EQUITY

119,157.89

Huron County Airport Authority
Profit & Loss YTD
 January through November 2018

2:39 PM

12/06/2018

Cash Basis

Jan - Nov 18

Ordinary Income/Expense

Income

Airport Closure	10,000.00
Commercial Office Rent	5,853.57
FAA Grant	305,485.00
Farm Rent	8,538.64
Finance Charge	75.00
Fuel Sales	70,601.71
Hangar Rent	37,134.84
ODOT Grant	14,685.97
Overnight Fees	90.00
Utilities Reimbursement	<u>1,262.09</u>

Total Income 453,726.82

Expense

Apron B	148,035.84
Attorney Fees	1,156.65
Bank Service Charges	0.00
Cleaning / Sump	875.00
Consultant Fee	24,967.88
Credit Card Processing	1,671.49
FAA Grant Expense	74,051.52
Fuel Purchased	
100 AVGas	36,520.80
Diesel Fuel	666.04
Jet-A	<u>20,585.35</u>

Total Fuel Purchased 57,772.19

Insurance Expense 2,165.00

Legal Notices / Advertising 7.44

Maintenance 3,761.31

Membership 300.00

Mowing 8,850.00

Office Expense

Computer Expense	368.75
Office Supplies	133.03
Postage	146.20
Office Expense - Other	<u>75.00</u>

Total Office Expense 722.98

Ohio EPA Reporting 4,690.00

Permits 1,100.00

Propane 1,791.65

Property Taxes 7,070.27

Public Records Request	127.25
Repairs and Maintenance	5,566.51
Sales Tax	
Sales Tax Discount	-36.90
Sales Tax - Other	<u>5,270.75</u>
Total Sales Tax	5,233.85
SAMS	1,199.00
Secretary / Treasurer	1,940.00
Service Agreements	1,881.25
Snow Removal	2,736.25
Supplies	74.52
Utilities	
Electric	9,053.95
Telephone Expense	1,343.18
Water	<u>2,577.19</u>
Total Utilities	12,974.32
Website Expense	<u>354.40</u>
Total Expense	<u>371,076.57</u>
Net Ordinary Income	<u>82,650.25</u>
Net In- come	<u><u>82,650.25</u></u>

Huron County Airport Authority

Invoice Approval

Date: 12/6/2018

For Meeting on: 12/10/2018

Company	Date	Amount	Purchase	Check #
Albrecht, Bill	12/1/2018	400.00	EPA Reporting - 2018 November	
Beck Aviation	11/30/2018	125.00	Maintenance - 2018 November	
Ferrellgas	11/19/2018	424.97	179.30 Gallons Propane	
Frontier Communications	11/28/2018	126.08	Service 11/28 - 12/27/2018	EFT
Holtz, Mary	12/1/2018	950.00	Mowing - 2018 November	
		250.00	Cleaning / Sumping - 2018 November	
		6.49	Maintenance Supplies	
James, Melissa	12/3/2018	145.10	Orange & White Windssock 2 x 24" x 96"	
Laser Images	11/12/2018	11.80	Copies / Scan	
Northern Ohio Rural Water	11/28/2018	193.07	Service 10/12 - 11/13/2018	
Ohio Business Gateway	12/5/2018	264.38	Sales Tax - 2018 November	EFT
Ohio Edison	11/29/2018	655.81	Service 10/27 - 11/27/2018	EFT
QTPod	12/15/2018	581.08	M4000 / Monthly Payment	EFT
Vaughn, Linda	12/1/2018	<u>225.00</u>	Secretary / Treasurer - 2018 Nov / Dec	
		<u>4,364.98</u>		

Approved 11/12/2018

Michael Baker	11/16/2018	38,499.58	Master Plan #11	
Michael Baker	11/16/2018	64,380.00	Taxiway Reconstruction #2	

December 07, 2018

Huron County Airport Authority
P.O. Box 406
Norwalk, OH 44857

Dear Board Members:

Please accept my resignation as Secretary / Treasurer effective December 15, 2018 due to medical reasons.

Thank you for the opportunity to serve Huron County.

Sincerely,

Linda Vaughn

Linda Vaughn